



**Title of course** In-house Assessor  
**Duration of course** 2 day  
**Start and end time** 9:30 – 16:30

## **Introduction**

This is a 2 day assessor course which will be customised to suit your company's processes and requirements.

### **Intended for personnel who require:**

- ♦ knowledge and understanding of the assessment / verification process
- ♦ an understanding of the role and importance of the assessor
- ♦ to develop assessor people skills
- ♦ an understanding of the different methods of assessment
- ♦ if requested, an understanding of the NVQ/SVQ A1, V1, L20 structure
- ♦ understanding to assist them in providing clear guidance and feedback to delegates / technicians
- ♦ understanding of risk ranking
- ♦ to carry out the assessment in a professional manner
- ♦ to enter the information into the company competency system
- ♦ guidance, for their responsibility as assessors, and their relationship with verifiers

### **Course content:**

#### **Section 1 – Introduction to the Assessing process**

The company specific process

#### **Section 2 – Background to Competence**

The need to assess

Cullen report

Company standards

#### **Section 3 – Profiles for jobs**

How the profiles are created

How they relate to assessing

#### **Section 4 – Assessor skills**

Communication skills

Coach or Assessor

#### **Section 5– Standard Assessment methods**

Questioning

Observation

Simulation

Demonstration

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APEL and witness testimony

**Section 6 – Risk Ranking / risk matrix**

Risk ranking of tasks within the competency system

**Section 7 – Other assessment methods**

E.g. Professional discussion

**Section 8 – Carrying out the assessment**

Key steps to the assessment

The practicalities of carrying out the assessment

Using people skills to help with assessing

Looking at problems of assessing

Making a decision

Feedback to the technician / delegate

**Section 9 – Entering the report into the company database**

as per company guidelines

**Section 10 – Understanding verification**

How verification fits in with assessors reports

**Prerequisites:**

Prior knowledge/training: None

**Delegate numbers:** minimum 4 – maximum 10

**Suitable for:**

All staff members who need to develop assessing skills